



School Milk Subsidy (SCM1)

Application for approval to claim subsidy

Assimilated Regulation No's 2017/39, 2017/40 and 1308/2013

Notes about this form

- A. Please use BLOCK CAPITALS.
- B. The applicant is the educational establishment, education authority, supplier or agent having the right to apply for approval to claim subsidy.
- C. The form must be completed by a senior manager who will be accountable for the claims made.

Part A – General details - To be completed by applicant

Name and address, including postcode, of applicant (see Note B above)

Status: sole proprietor partnership company trust other

If other, please specify (for example. LEA, LEA School):

Trader registration number

Telephone number including
area code

Contact name

Contact email address

Part B – School details

How many schools do you expect to be claiming for? Please answer against the appropriate category below. You must attach a list showing the full names, addresses, telephone numbers and contact name for each of the schools for which you are claiming.

School	Total
Nursery schools	
Primary schools	
Secondary schools	
Other (please specify with total)	

Part C – Conditions

You must:

1. Claim subsidy only for products consumed by the pupils of the schools for which aid has been applied.
2. Repay subsidy paid and any relevant penalty if applicable, for products that have:
 - not been distributed to pupils regularly attending nursery, primary or secondary school.
 - been distributed in quantities greater than 0.25 litres per pupil per day.
 - been used in the preparation of meals on premises other than the school for which aid has been applied, or which involve heat treatment
3. Make supporting documents available to the Rural Payments Agency on request within any specified deadlines, and allow the Rural Payments Agency to make any check it wishes, especially the scrutiny of records and physical inspection.
4. If you are a supplier or agent, keep records showing:
 - the names and addresses of the educational establishments or educational authorities supplied;
 - the quantities supplied.

Declaration

- I have read and understood the School Milk Subsidy scheme guidance on GOV.UK, as may be amended;
- I accept and will comply with the conditions at Part C above;
- I have given details that are true and complete to the best of my knowledge and belief.

Name (block capitals)

Role

please specify (for example: sole proprietor, partner, director)

Date

Email your completed form to trader@rpa.gov.uk

Using and sharing your information

For information on how we handle personal data go to GOV.UK and search 'Rural Payments Agency personal information charter'.